

CITY OF ALLENTOWN

REQUEST FOR PRE-SALES INSPECTION

Complete this form and return with payment to the Bureau of Building Standards and Safety Office. Hours are 7:30 am to 4:00 pm. Application must be received no later than 5 (five) business days from the date of offer to sell or listing.

IF PROPERTY IS BEING SOLD "AS IS" BUYER WILL NEED TO SIGN AND NOTARIZE THE ACCEPTANCE FORM

DATE: _____

ADDRESS OF PROPERTY TO BE INSPECTED: _____

NUMBER OF UNITS: _____ (CHECK ONE) PRIMARY RESIDENCE ☐ RENTAL ☐

NAME & MAILING ADDRESS OF SELLER (OWNER): _____

CONTACT PERSON – PHONE NUMBER: _____

REAL ESTATE AGENT & ADDRESS: (IF APPLICABLE): _____

REAL ESTATE AGENT'S PHONE NUMBER (IF APPLICABLE): _____

PURCHASER'S NAME & ADDRESS: (If known); _____

(OFFICE USE ONLY)

AMOUNT PAID _____ RECEIPT# _____

PROPERTY ACCOUNT # _____

COST OF INSPECTION IS \$100.00, CHECK OR MONEY ORDER, PER PROPERTY. **MONEY IS NON-REFUNDABLE** (THIS INCLUDES (1) REINSPECTION, ADDITIONAL REINSPECTIONS ARE \$35.00 EACH. **PAYMENT AND COMPLETED REQUEST FORM MUST BE RECEIVED PRIOR TO INSPECTION – NO EXCEPTIONS.** YOU WILL BE NOTIFIED BY PHONE TO ARRANGE FOR AN INSPECTION. PLEASE MAIL COMPLETED FORM WITH PAYMENT TO:

CITY OF ALLENTOWN
BUILDING STANDARDS & SAFETY
641 S 10TH ST
ALLENTOWN PA 18103
PHONE# 610-437-7694 FAX # 610-437-7693